



# Writing Self Assessments

## Participant Guide

December 14, 2016



## Performance Reviews

What are they?

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## Elements of a Quality Self-Assessment

[illegible]



## Strengths in Reviews

*When employees know and use their strengths, the effect on individuals, teams, and organizational performance is spectacular.*

- What strengths support any trend of your success and improvements?
- What strengths did you engage in each competency?
- What actions and timeframes supported you in your accomplishments – including gaining new strengths necessary for your success?

## Goals

Goals should follow SMART guidelines:

S: \_\_\_\_\_

M: \_\_\_\_\_

A: \_\_\_\_\_

R: \_\_\_\_\_

T: \_\_\_\_\_

## Writing Comments in Reviews

Goals are \_\_\_\_\_ you do

Competencies are \_\_\_\_\_ you do it

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## **ReviewSnap**

### *Initiating a Review*

1. Log into [ReviewSnap](#)
2. Next, go to the Manage Reviews/Manage Employees page and select your name
3. Click on the Create or Complete a Review link
4. Next, select the correct review period and click Continue
5. Next, select the correct template and click Continue
6. Lastly, look over the information selected and click Continue to begin the review



## Practice

### Goals

- Did you achieve your goal?
- What was the timeframe you achieved your goal?
- What were note-worthy accomplishments or strengths used in your achievement?

My Goals:

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How I Met These Goals:

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## Functional/Technical Skills

- Understands the duties and responsibilities of the position
- Possesses the technical skills and knowledge to perform the job

Strengths I Used:

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How I Met This Competency:

[illegible]



### **Personal Attributes**

- Demonstrates honesty and trustworthiness
- Practices professionalism and accountability
- Is customer focused
- Owns City issues / displays a can-do attitude
- Takes action
- Generates optimism and energy
- Displays self-awareness

Strengths I Used:

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How I Met This Competency:

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### **Teamwork Skills**

- Participates in peer relationships
- Flexible in various roles (many hats)
- Seeks input
- Responsible for carrying their own load on the team
- Strives to cooperate with and adds value to the team

Strengths I Used:

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How I Met This Competency:

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## **Innovation**

- Demonstrates strategic agility (forward thinking)
- Is willing to take appropriate risks
- Seeks to improve service
- Is open to possibilities
- Expresses creativity and out-of-the-box thinking
- Uses mistakes as an opportunity to learn

Strengths I Used:

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How I Met This Competency:

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### **Problem Solving / Decision Making / Use of Resources**

- Delivers results
- Optimizes resources (time, money, and staff)
- Executes timely problem solving
- Handles ambiguity with ease
- Recognizes priorities
- Exercises good judgement with limited information

Strengths I Used:

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How I Met This Competency:

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## Communication Skills

- Communicates effectively in writing and orally
- Delivers clear, concise, and logical presentations
- Sees and understands the big picture
- Shows respect for differing opinions in resolving conflicts
- Encourages professional interactions
- Contributes value to discussions
- Receptive to setbacks and constructive criticism
- Demonstrates good listening skills

Strengths I Used:

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How I Met This Competency:

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### **Managerial / Supervisory**

- Is open and approachable to direct reports
- Adept at delegating, managing, and measuring work
- Develops, motivates, and timely evaluates staff
- Consistently provides positive reinforcement and recognition
- Is seen by others as a role model
- Respected by peers and team
- Tackles tough people calls

Strengths I Used:

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How I Met This Competency:

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## Leadership

- Demonstrates awareness of the City's political landscape
- Applies organizational courage
- Practices conflict management
- Organizational agility (understands how the organization works, its culture and practice)

Strengths I Used:

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How I Met This Competency:

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Writing Self Assessments – December 2016

Human Resources